United Nations CTOC/COP/2014/INF/1

Conference of the Parties to the United Nations Convention against Transnational Organized Crime

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Seventh session
Vienna, 6-10 October 2014

Information for participants*

I. Date and venue

1. The seventh session of the Conference of the Parties to the United Nations Convention against Transnational Organized Crime will be held at the Vienna International Centre, Wagramerstrasse 5, 1220 Vienna. The session will open on Monday, 6 October 2014, at 10 a.m in Board Room B, M-building.

2. The annotated provisional agenda and proposed organization of work for the session are contained in document CTOC/COP/2014/1, which is available in the six official languages of the United Nations on the website of the United Nations Office on Drugs and Crime (UNODC).

Informal pre-session consultations

3. The Conference decided, in its decision 6/3, that its seventh session would be preceded by informal pre-session consultations, without interpretation, to be held on the working day preceding the first day of the Conference, which would provide an opportunity for States to engage in informal consultations on draft resolutions and, inter alia, the provisional agenda for the subsequent session of the Conference.

4. As Friday, 3 October 2014 is an official United Nations holiday, the informal pre-session consultations will be held on Thursday, 2 October 2014 and will take place in Board Room D, located on the 4th floor of C-building, from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m.

Statements

5. Delegates delivering statements under the different agenda items are requested to provide their statement in advance to the secretariat, preferably by e-mail

* For environmental reasons and in order to save costs, the documentation for the session will be printed in limited quantities. Delegates are therefore requested to bring their own copies to the session.

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(untoc.cop@unodc.org) or, alternatively, provide a printed copy of their statement to the conference room officer in Board Room B.

6. In addition, if delegations wish to have their statements distributed to the delegations of States and organizations attending the session, a minimum of 200 copies should be provided to the secretariat for this purpose.

Draft resolutions

7. In accordance with Conference decision 6/3, States intending to submit draft resolutions for consideration by the Conference at its seventh session are requested to do so by Monday, 22 September 2014, at noon, i.e. two weeks prior to the start of the session.

8. Also in accordance with Conference decision 6/3, the deadline for the submission of draft resolutions emanating from the working groups held concurrently with the plenary session of the Conference is Thursday, 9 October 2014, at noon.

9. Draft resolutions should be submitted by e-mail (untoc.cop@unodc.org) to the secretariat in Word format and should contain information on the intended scope of the resolution, a proposed timetable for its implementation, identification of the resources available and other relevant information and should be accompanied by an official transmittal note.

10. Any revision of a draft resolution that has already been distributed as an official document must be based on the official, edited version of the text. For this purpose, sponsors are requested to obtain the finalized official electronic Word document from the secretariat, in room M0122. Revisions to the text must be clearly marked using track changes in Word.

11. Member States wishing to co-sponsor draft resolutions may sign the respective signing sheet, which will be with the secretariat in room M0122.

Bilateral meetings

12. To reserve rooms for bilateral meetings between Member States during the session, please send your request via e-mail to conference@unvienna.org. Please note that requests will be attended to on a first-come first-served basis.

13. In submitting a room reservation request, Member States are reminded to include the date, time and proposed duration of the meeting and the number of officials to be in attendance.

Side events

14. During the Conference, a series of side events will be organized by UNODC, Member States and civil society. Relevant information will be available on the UNODC website.

II. Participation and costs

15. According to the rules of procedure for the Conference, the following may take part in the proceedings of the Conference, or participate as observers:

(a) States parties to the Convention;

(b) States or regional economic integration organizations that have signed the Convention;

(c) Other States or regional economic integration organizations that have not signed the Convention, unless otherwise decided by the Conference;

(d) Representatives of entities and organizations that have received a standing invitation from the General Assembly to participate as observers in the sessions and work of all international conferences convened under its auspices, representatives of United Nations bodies, specialized agencies and funds, as well as representatives of functional commissions of the Economic and Social Council;

(e) Representatives of any other relevant intergovernmental organization, unless otherwise decided by the Conference;

(f) Relevant non-governmental organizations having consultative status with the Economic and Social Council, unless otherwise decided by the Conference;

(g) Other relevant non-governmental organizations, unless otherwise decided by the Conference.

16. Participating Governments, intergovernmental organizations and non-governmental organizations are responsible for the costs of participation of their delegates.

III. Registration

17. The details (name, title or function, workplace and individual e-mail address) of delegates should be sent to the secretariat of the Conference no later than Thursday, 2 October 2014. The contact details for the secretariat are as follows:

Secretariat of the Conference of the Parties to the United Nations
Convention against Transnational Organized Crime
United Nations Office on Drugs and Crime
P.O. Box 500
1400 Vienna
Austria
Telephone: (+43-1) 26060 4809
Facsimile: (+43-1) 26060 73957
E-mail: untoc.cop@unodc.org

18. During pre-registration, Governments should ensure that the information on the composition of their delegations includes the individual e-mail address of each member of the delegation. Providing the individual e-mail addresses will ensure that each representative receives an automatic e-mail response confirming his or her registration and any additional information that the secretariat might need to send. The automatic e-mail response will also contain a link to a site where each delegate

may upload a photograph, thus shortening the time it will take to issue a grounds pass on the day of registration.

19. Delegates who do not complete the pre-registration procedure will need to have photographs taken upon arrival at Gate 1 of the Vienna International Centre.

20. As part of the security arrangements, all participants are required to present their invitations or official communications identifying them as delegates, together with their passports or other official photograph-bearing identity documents, at the entrance before proceeding to the registration area and obtaining their grounds passes for the session. Grounds passes must be worn visibly at all times in the Vienna International Centre. All persons and their bags and briefcases will be screened at the entrance to the Centre.

21. Registration will begin on Thursday, 2 October 2014. The registration desk will be open from 2 to 4 p.m. on Thursday, 2 October, from 6 p.m. to 8 p.m. on Sunday, 5 October, and from 8 a.m. to 4 p.m. on Monday, 6 October. Please note that Friday, 3 October is an official United Nations holiday, therefore registration will not be possible on that day. Given the large number of participants expected, delegates arriving before the opening of the session are encouraged to register as early as possible.

22. Commissary passes will be issued upon completion of the registration process to heads of Member State delegations, professional staff members of specialized agencies and all staff members of the United Nations assigned to the Conference from duty stations other than Vienna.

23. Permanent missions are encouraged to collect access cards for their delegates who have pre-registered at the Pass Office at Gate 1 as of Thursday, 2 October 2014.

List of participants

24. The preliminary list of participants in the seventh session of the Conference will be issued on Wednesday, 8 October 2014. Only the names of those who have registered and the names of participants officially communicated to the secretariat by Thursday, 2 October 2014 at the very latest can be included in the preliminary list. Accordingly, Governments and organizations are requested to communicate the necessary information promptly.

Credentials

25. In accordance with rule 18 of the rules of procedure for the Conference, the credentials must be issued by the Head of State or Government, by the Minister for Foreign Affairs or by the Permanent Representative to the United Nations of the State party in accordance with its domestic law or, in the case of a regional economic integration organization, by the competent authority of that organization.

26. When the Conference is to consider proposals for amendments to the United Nations Convention against Transnational Organized Crime in accordance with article 39 of the Convention and rule 62 of the rules of procedure for the Conference, the credentials must be issued either by the Head of State or Government or by the Minister for Foreign Affairs of the State party or, in the case of a regional economic integration organization, by the competent authority of that organization.

27. In accordance with rule 19 of the rules of procedure for the Conference, the bureau will examine the credentials of the representatives of each State party and the names of the persons constituting the State party's delegation and submit its report to the Conference. Pursuant to rule 20 of the rules of procedure, pending a decision of the bureau upon their credentials, representatives are entitled to participate provisionally in the session. Any representative of a State party to whose admission another State party has made objection will be seated provisionally with the same rights as other representatives of States parties until the bureau has reported and the Conference has taken its decision.

28. For accreditation purposes and in accordance with the rules of procedure for the Conference, representatives of States parties are requested to submit to the secretariat letters of credentials duly signed by the issuing authorities.

29. Advance scanned copies of credentials should be sent by e-mail to the secretariat of the Conference (untoc.cop@unodc.org). Original credentials of representatives of each State party and the names of the persons constituting the State party's delegation should be submitted to the office of the secretariat of the Conference located in room M0123 of the Vienna International Centre.

IV. Languages and documentation

30. The official languages of the Conference are the six official languages of the United Nations: Arabic, Chinese, English, French, Russian and Spanish. Statements made in an official language during plenary meetings will be interpreted into the other five official languages. Official documents of the Conference will be made available in all six official languages.

31. Each seat in the conference rooms of the Vienna International Centre for which simultaneous interpretation is available will be equipped with a portable receiving set and headphone. Participants are requested not to remove that equipment from the meeting rooms so that it may be checked periodically and the batteries may be recharged if necessary.

32. The secretariat has prepared a number of documents to facilitate consideration of some of the issues on the provisional agenda. Those documents may be downloaded from the UNODC website.

33. As part of the secretariat's efforts to reduce expenditure and limit environmental impact through the digitization of conference materials and publications, only a limited number of pre-session documents will be available at the session venue. Each delegation will receive a single, complete set of the documents in the language of its choice.

34. At the documents distribution counter, each delegation will be provided with a distribution box for documents and the Journal. The Journal will contain the daily programme and other information related to the conduct of the session.

35. When collecting parliamentary documentation, each delegation is requested to inform the persons working at the documents distribution counter of the number of copies of each document required and the language or languages in which it wishes

to receive the documents during the session. It will not be possible to request additional copies.

V. Information and media

36. Media representatives wishing to cover the event must apply for accreditation before or during the session by contacting the United Nations Information Service:

Veronika Crowe-Mayerhofer
Media Accreditation Officer
Telephone: (+43-1) 26060 3342
Facsimile: (+43-1) 26060 73342
E-mail: veronika.crowe-mayerhofer@unvienna.org

37. Further information on obtaining media accreditation is available from the United Nations Information Service website (www.unis.unvienna.org).

38. Only those representatives of the media possessing special press passes will be given access to meetings, special events and the press working area.

39. Further information on the session is available from the UNODC website.

VI. Visas, accommodation and transportation

Visas

40. Participants who require a visa must contact the competent diplomatic or consular authorities of Austria in their country and apply for a Schengen short-stay (C) visa at least three weeks prior to their intended date of arrival in Austria. In countries where Austria does not have diplomatic or consular representation, visa applications can be submitted to the consular authority of a State party to the Schengen Agreement acting on behalf of Austria (Belgium, France, Germany, Italy, the Netherlands, Portugal or Spain) in the country concerned.

Accommodation

41. Each participant is responsible for making his or her own accommodation arrangements and, if necessary, contacting his or her permanent mission in Vienna for assistance.

42. Participants who arrive at Vienna International Airport without having made a hotel reservation may wish to contact the Vienna tourist information desk located in the arrivals area. The Vienna tourist information desk is open from 7 a.m. to 10 p.m. daily.

Transportation

43. Participants are responsible for making their own arrangements for transportation to and from the airport and the Vienna International Centre.

44. An airport bus service operates between Vienna International Airport and Morzinplatz (near to the Schwedenplatz metro station, which serves the U1 and U4 lines). The fare is 8 euros for a one-way ticket and 13 euros for a return ticket.

The travel time is about 20 minutes. Buses leave the airport for Morzinplatz every 30 minutes between 4.50 a.m. and 12.20 a.m. and from Morzinplatz every 30 minutes between 4.00 a.m. and 11.30 p.m.

45. There is also a bus service between the Vienna International Centre and Vienna International Airport. The fare is 8 euros for a one-way ticket and 13 euros for a return ticket. The travel time is about 30 minutes. Buses leave the airport for the Vienna International Centre every hour between 7.10 a.m. and 8.10 p.m. and leave the Vienna International Centre for the airport every hour between 6.10 a.m. and 7.10 p.m.

46. The City Airport Train (CAT) transports passengers between the CAT terminal in Vienna (located at the "Wien Mitte/Landstrasse" station on the U3 and U4 metro lines) to Vienna International Airport. The fare starts at 11 euros for a one-way ticket and 17 euros for a return ticket (for tickets purchased online), and the travel time is 16 minutes. Trains leave the airport for Wien Mitte/Landstrasse every 30 minutes between 6.06 a.m. and 11.36 p.m. and leave Wien Mitte/Landstrasse for the airport every 30 minutes between 5.36 a.m. and 11.06 p.m.

Arrival at the Vienna International Centre

47. Participants arriving at the Vienna International Centre by taxi are advised to exit in the side lane (*Nebenfahrbahn*) of Wagramerstrasse, register at Gate 1, walk across Memorial Plaza, proceed to entrance "A" and follow the signs to M-building. Participants arriving by metro (U1 line) should exit at the "Kaisermühlen/Vienna International Centre" stop, follow the signs marked "Vienna International Centre", register at Gate 1, walk across Memorial Plaza, enter A-building and then follow the signs to M-building.

VII. Facilities at the Vienna International Centre

48. The facilities listed below will be available at the Vienna International Centre to participants in the Conference.

Wireless network connection

49. Wireless connectivity is available everywhere in M-building. Delegates' working areas ("cyber corners"), with desktop computers equipped with standard software and Internet access, are located on the ground floor of M-building and on the 7th floor (C0751) of C-building.

Post office

50. Postal services are available at the post office, located on the 1st floor of C-building. Facsimiles can also be sent from the post office.

First aid

51. Medical attention is available from the clinic operated by the Joint Medical Services, located on the 7th floor of F-building (extension 22224 and, for emergencies, extension 22222). The clinic is open from 8.30 a.m. to noon and from 2 p.m. to 4.30 p.m. daily, except on Thursdays, when it is open from 8.30 a.m. to

noon and from 2 p.m. to 3 p.m. For emergency assistance at other times, please contact staff in the Security and Safety Duty Room (room FOE18, extension 3903).

Bank

52. A banking service is available at the branch of Bank Austria located on the 1st floor of C-building. Opening hours are 9 a.m. to 3 p.m. on Mondays, Tuesdays, Wednesdays and Fridays and 9 a.m. to 5.30 p.m. on Thursdays.

Catering services

53. At the time of writing, the catering facilities at the Vienna International Centre were undergoing renovation. Please consult the Journal of the Conference for updated information.

54. Private luncheons and receptions at the Vienna International Centre can be arranged by contacting the catering operations office (tel.: +43-1-26060-4875; e-mail: catering@unido.org).

Travel services

55. Participants requiring assistance with travel, car rental, sightseeing and excursions may contact the American Express office (room COE01). The office is open from 8.30 a.m. to 5 p.m. Monday to Friday.